

**CITY OF FITCHBURG
DEPARTMENT OF PUBLIC WORKS
POSITION DESCRIPTION**

TITLE: JUNIOR ENGINEER

SUPERVISOR: ASSISTANT CITY ENGINEER OR DESIGNEE

SALARY RANGE: GRADE 9; SALARY RANGE \$45,000 to \$52,000 depending on qualifications

BARGAINING UNIT: FITCHBURG ASSOCIATION OF MANAGERS, ADMINISTRATORS AND SPECIALTY SKILLS GROUP

RESPONSIBILITIES: Under supervision of Assistant City Engineer (or designee of the Commissioner of Public Works), performs professional office and field work requiring knowledge of engineering and drafting principles and practices. Inspects various utility and street construction projects for plan compliance. Performs surveying, drafting and engineering functions as assigned. Issues DPW permits.

The responsibilities and duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

DUTIES:

1. Makes calculations and records engineering and surveying data and updates maps.
2. Inspects on-going street and utility construction projects for specification compliance.
3. Performs quantity take-offs and estimates as needed.
4. Performs surveying work under the direction of Assistant City Engineer, utilizing total station equipment.
5. Drafts plans, sketches and tracings using drafting instruments and AutoCAD. Provides information to residents, engineers, surveyors and other city personnel.
6. Scans hard copy of plans and creates digital files.
7. Participates in site plan review.
8. Issues excavation, sewer connection and street occupation permits. Tracks and logs permits utilizing city's software (View Permit).
9. Provides engineering and design input on traffic and parking issues.

10. All other duties as assigned.

QUALIFICATIONS:

1. Bachelor of Science degree in Civil Engineering plus one (1) year of related experience; or Associates degree in Civil Engineering Technology plus 5 years of related experience.

2. Computer literate with demonstrated proficiency using GIS (ESRI), AutoCAD, Word, Excel and computerized drawing scanners. Experience with MS Access or public works tracking software is a plus.

3. Massachusetts Class D drivers license.

4. Knowledge of the principles and applications of drafting, civil engineering, traffic engineering and surveying, with hands on experience in drafting, interpreting plans, calculating project data, and estimating all phases of infrastructure, utility and road-related construction projects.

5. Excellent communication skills for assisting the public.

6. Must pass OSHA-10 safety training class within 6 months of hire.

PHYSICAL COMPONENT: Required to work in field. Required to pry manhole covers and catch basin grates.

RATE: Light to moderate.

Submit Application and Resume to:

City Hall, Office of Human Resources

718 Main Street, Room 102

Fitchburg, MA 01420

Posted: July 20, 2011

Deadline: Until position is filled.

The City of Fitchburg is an Equal Opportunity Employer (EOE)